

## Message Text

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ORIGIN EA-09

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R 021133Z APR 77  
FM SECSTATE WASHDC  
TO AMEMBASSY BANGKOK  
AMEMBASSY CANBERRA  
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AMEMBASSY JAKARTA  
AMEMBASSY MANILA  
AMEMBASSY SEOUL  
AMEMBASSY TAIPEI  
AMEMBASSY TOKYO

UNCLAS STATE 072948

FOR ADMIN COUNSELOR OR ADMIN OFFICER FROM SCARRITT

E.O. 11652:N/A

TAGS:AFSP, OCON

SUBJECT:EA ADMINISTRATIVE COUNSELORS CONFERENCE

REF; STATE 061286

1. ALTHOUGH SUBJECT TO MODIFICATION, THE FOLLOWING IS  
THE SCHEDULED AGENDA FOR THE FORTHCOMING EA ADMINISTRA-  
TIVE COUNSELORS CONFERENCE:

-- AGENDA  
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APRIL 5

0845 - 0900 ASSEMBLE IN EA EXECUTIVE DIRECTOR'S  
OFFICE, ROOM 4311.

0900 - 0915 WELCOMING REMARKS - ASSISTANT SECRETARY

FOR EAST ASIAN AND PACIFIC AFFAIRS MR.  
RICHARD HOLBROOKE, EA CONFERENCE ROOM.

0915 - 0945 KEYNOTE COMMENTS - ASSISTANT SECRETARY  
FOR ADMINISTRATION MR. JOHN M. THOMAS,  
ROOM 4311.

0945 - 1045 ZERO BASE BUDGETING - DEPUTY ASSISTANT  
SECRETARY FOR BUDGET AND FINANCE MR.  
DANIEL WILLIAMSON WILL GIVE OPENING  
COMMENTS (IF NOT PRE-EMPTED BY  
HEARINGS ON THE HILL). BASIC PRE-  
SENTATION AND DISCUSSION WILL BE  
LED BY MR. ROGER FELDMAN, ROOM 4311.

1045 - 1100 COFFEE BREAK.

1100 - 1130 OTHER BUDGET MATTERS - DISCUSSION OF  
OTHER MATTERS WHICH ARE ESSENTIAL  
ELEMENTS OF THE DEPARTMENT'S BUDGET  
FORMULATION AND PRESENTATION, I.E.,  
WAGE AND PRICE INCREASES, DEVALUA-  
TIONS AND REVALUATIONS, ETC., ROOM  
4311.

1130 - 1230 GENERAL SERVICES - NEW PROGRAM  
DIRECTIONS IN OPR. PRESENTATION BY  
CHIEF OF OPR/ST MR. THADDEUS J.  
FIGURA AND STAFF, ROOM 4311.

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1230 - 1330 LUNCH - A LARGE TABLE HAS BEEN  
RESERVED IN THE BACK ROOM OF THE 2ND  
FLOOR CAFETERIA FOR USE BY CONFERENCE  
PARTICIPANTS.

1330 - 1415 COMMUNICATIONS - TERP AND OTHER OC  
PROJECTS. PRESENTATION BY DEPUTY  
ASSISTANT SECRETARY FOR COMMUNICATIONS  
MR. WILLIS E. NAEHER, ROOM 4311.

1415 - 1500 VISIT COMMUNICATIONS CENTER.

1500 - 1515 COFFEE BREAK.

1515 - 1545 TERP DEMONSTRATION

1545 - 1730 OPEN FORUM - CONFERENCE WILL RECONVENE  
IN OFFICE OF EA EXECUTIVE DIRECTOR,

ROOM 4311, FOR A DISCUSSION OF POST FINANCES, DISCRETIONARY REQUIREMENTS, SUMMER HIRES, USE OF PITS, CURRENT EMPLOYMENT RESTRICTIONS AND OTHER MATTERS OF MUTUAL INTEREST AND CONCERN, ROOM 4311.

APRIL 6

0845 - 0945 PERSONNEL MANAGEMENT - THE CONFERENCE WILL MEET WITH THE DIRECTOR GENERAL IN HER OFFICE. AMBASSADOR LAISE WILL DISCUSS MAJOR PROGRAM OBJECTIVES IN PERSONNEL MANAGEMENT.

0945 - 1045 POST LEASING AND HOUSING POLICIES AND PROGRAMS - A DISCUSSION OF THE PROS  
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AND CONS OF PROVIDING GOVERNMENT RESIDENTIAL FURNISHINGS TO ALL PERSONNEL. PRESENTATION BY BANGKOK ADMINISTRATIVE COUNSELOR MR. JOHN RIEGER, ROOM 4311.

1045 - 1115 BUREAU'S MECHANIZATION PROGRAM - A DESCRIPTION OF PRESENT AND PLANNED USE OF OUR COMPUTER TERMINAL AND WORD-PROCESSING EQUIPMENT. PRESENTATION BY RON MILLS, ROOM 4311.

1115 - 1130 COFFEE BREAK.

1130 - 1245 SUPPORT OF USIS OPERATIONS FROM USIA POINT OF VIEW - PRESENTATION BY USIA/EA PROGRAM COORDINATOR MR. LORIN JURVIS, ROOM 4311.

1245 - 1345 LUNCH - TABLE IN BACK OF 2ND FLOOR CAFETERIA AGAIN RESERVED. MR. JURVIS WISHED CONTINUE DISCUSSIONS WITH CONFERENCE PARTICIPANTS OVER LUNCH.

1345 - 1445 FADPC TAKEOVER OF POST ACCOUNTING - PRESENTATION BY DIRECTOR OF OFFICE OF OPERATIONS MR. LAWRENCE J. DUPRE, ROOM 4311.

1445 - 1530 REGIONALIZATION OF FISCAL OPERATIONS - PLANNED ESTABLISHMENT OF REGIONAL

BUDGET OFFICES FOLLOWING FADPC  
TAKEOVER OF ACCOUNTS. PRESENTATION  
BY MR. AUSTIN MCHALE OF A/BF AND RON  
MILLS, ROOM 4311.

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1445 - 1730 OPEN FORUM - CONTINUATION OF DIS-  
CUSSIONS OF TOPICS MENTIONED FOR FIRST  
OPEN FORUM, ROOM 4311.

APRIL 7

0845 - 1015 IMPROVED SUPPORT OF CONSULAR OPERA-  
TIONS - UPDATING OF FURNITURE AND  
EQUIPMENT, SCA PROGRAM TO INSTALL  
MINI-COMPUTERS OVERSEAS, ETC. PRE-  
SENTATION BY SCA EXECUTIVE DIRECTOR  
MR. RONALD SOMERVILLE, ROOM 4311.

1015 - 1100 TRAINING FOR FSLs - A DISCUSSION OF  
NEED TO PREPARE PROMISING MIDDLE-  
GRADE EMPLOYEES FOR GREATER RESPONSI-  
BILITY AND TO ASSUME RESPONSIBILITY  
FOR CERTAIN ACTIVITIES NOW PERFORMED  
BY AMERICANS. PRESENTATION BY MR.  
RALPH SCARRITT, ROOM 4311.

1100 - 1115 COFFEE BREAK.

1115 - 1215 FSL ADMINISTRATION - A PANEL OF  
DEPARTMENTAL OFFICIALS WILL DISCUSS  
THE CURRENT PLANS AND PROGRAMS CON-  
CERNING LOCAL EMPLOYEES, ROOM 4311.

1215 - 1315 LUNCH

1315 - 1415 POST RESPONSES TO STATE 286895 OF 1976-  
PRESENTATION BY MR. RALPH SCARRITT,  
ROOM 4311.

1415 - 1445 FOREIGN BUILDINGS PROGRAM - OVERVIEW  
OF PLANNED PROJECTS DURING FY 1978

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AND OTHER FBO MATTERS. PRESENTATION

BY A/FBO OFFICIAL MR. JOHN A. IVIE,  
ROOM 4311.

1445 - 1500 COFFEE BREAK.

1500 - 1630 TO BE ANNOUNCED AT CONFERENCE.

1630 - 1730 CURRENT MANAGEMENT CONSIDERATIONS IN  
THE MEDICAL PROGRAM - PRESENTATION  
BY DEPUTY ASSISTANT SECRETARY FOR  
MEDICAL SERVICES DR. WILLIAM M.  
WATSON, ROOM 4311.

APRIL 8

0845-0915 VISIT TO SY COMMAND CENTER. GATHER IN  
ROOM 4311 TO BE ESCORTED TO COMMAND  
CENTER.

0915-1045 SECURITY BRIEFING - ASSISTANT SECRETARY  
FOR SECURITY DIKEOS WILL ADDRESS  
GROUP ON ANTI-TERRORISM, HOSTAGES, ETC.,  
IN ROOM 4311.

1045-1100 COFFEE BREAK.

1100 - 1200 DEPUTY ASSISTANT SECRETARY FOR OPERA-  
TIONS MR. LEAMON R. HUNT - MINI-  
COMPUTER PROGRAM FOR LARGE EMBASSIES,  
STATUS OF TAX LEGISLATION ON  
ALLOWANCES, KEY ISSUES OF OVERSEAS  
SCHOOL PROGRAMS, ETC., ROOM 4311.

REMAINDER OF DAY FREE FOR USE IN  
SEEING COUNTRY DIRECTORS AND IN  
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TAKING CARE OF MATTERS PERTAINING TO  
POST OPERATIONS.

2. IF YOU WISH, INCLUDE IN YOUR POST-ISSUED TRAVEL  
AUTHORIZATION CONSULTATIONS ON MONDAY, APRIL 4. THIS  
WILL GIVE YOU TIME TO TAKE CARE OF BUSINESS NOT DIRECTLY  
CONNECTED WITH THE CONFERENCE. AS YOU WILL HAVE NOTICED  
FROM THE AGENDA, THERE IS NO FREE TIME DURING THE FOUR-DAY  
CONFERENCE EXCEPT FOR FRIDAY AFTERNOON, AND THIS TIME IS  
INTENDED FOR USE IN DISCUSSIONS WITH COUNTRY DIRECTORS AND  
OTHER EA OFFICIALS.

3. I AM LOOKING FORWARD TO SEEING YOU IN MY OFFICE AT

8:45 A.M. ON APRIL 5, ROOM 4311.

CHRISTOPHER

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## Message Attributes

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